## K E R A L A

Administration: The Special Secretary to the State Government, Higher Education, functions as the Ex-officio Director of Archives. There is however a full-time Assistant Director of Archives as the immediate head of office. The following are three Regional Offices working under the Department: (1) Central Archives, Trivandrum (2) Regional Archives, Ernakulam and (3) Regional Archives, Kozhikode. These Regional offices function under the immediate control of respective Assistant Superintendents.

The proposals for construction of Archives building in Trivandrum, purchase of equipments for the better preservation of old records, creation of certain posts of Archivists etc., have been submitted to the Government.

Budget: During 1977-78, a sum of Rs. 4,86,100 was allocated on the non-plan side and the entire amount was spent. On the plan side a sum of Rs.25,000 was spent against the budget provision of Rs.1,00,000. However, to implement the proposal of construction of Archives building, revised administrative sanction from Government has been received recently and work in this regards is expected to start soon. For 1978-79, there is a provision of Rs. 4,96,100 on the non-plan side and for Rs.1,00,000 on the plan side. Administrative sanction for all items from the Government is awaited.

Building: The State Archives is presently functioning in Government building.

Record Management: 1,500 Mathilakom churunas (cadjan bundles) and 1,200 bundles of Travancore High Court Judgements were re-arranged and all these records were marked for rentention. No regular retention schedule has however so far been formulated.

Research and Reference: 18 Scholars availed themselves of research facilities and 180 queries on records were attended to. Besides attending to requisitions from research scholars for supply of record, 11 records were also supplied to Government agencies.

Reference Media: Work regarding preparation of descriptive list of the Huzur Office records of the former Princely State of Travancore was continued during the period. Besides, listing of cadjan records was also in progress.

Publication Programme: Work regarding preparation of the Archives Manual made steady progress as also the work regarding publication of Archives Quarterly Newsletter was continued.

Preservation of Records: During the period under report, 5885 sheets were repaired with Chiffon, 850 sheets were guarded, 1429 books and registers and 170 Government Gazettes were bound and 1,500 'closed' files were stitched.

Photo Duplication: The State Archives has no microfilming unit of it's own

Library: 159 publications and books were acquired.

Other Activities: In order to make people aware of the archives and its holdings, the Department participated in the Record Exhibitions organized at (i) Quilon Press Club Hall in connection with the first meeting of the Kerala-Arabic Prachara Sabha (9th and 10th July 1977) (ii) Kanakakunnu Palace, Trivandrum, in connection with the First World Malayalam Conference (1st to 15th November 1977) and (iii) Mattancherry, in connection with the 12th Session of All India Konkani Sahitya Parishad (11th and 12th February 1978). Besides, one Assistant Archivist Grade II and one Binder were deputed to the Tamil Nadu Archives for Short-term Training Course.